

EMPLOYMENT OPPORTUNITY

OPEN TO: All Interested Candidates

POSITION: Cook

OPENING DATE: June 1, 2007

CLOSING DATE: June 15, 2007

WORK HOURS: Full-time, 48 hours/week

MONTHLY SALARY: \$216

The Deputy Chief of Mission (DCM) of the United States of America to Hanoi is seeking an individual for employment in Hanoi as a Cook.

BASIC FUNCTION OF THE POSITION

The incumbent of this position will plan and cook for official functions and family meals; make shopping lists and purchase all food items. Incumbent will also manage accounting for food items for representational functions. Additional culinary duties depending on experience.

QUALIFICATION REQUIREMENTS

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. Must have comprehensive knowledge of culinary services, including proper dietary and food handling procedures.
2. Must have knowledge of kitchen equipment and cooking appliances.
3. Level 2 English ability (limited) is required.

TO APPLY

Interested candidates for this position must submit the following, or the application will not be considered:

1. A letter of interest and a completed resume.
2. Documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy, 7 Lang Ha Street, Hanoi.

POINT OF CONTACT

Human Resources Office
U.S. Embassy Hanoi
Tel. 84-4-850-5000
FAX: 84-4-850-5019

CLOSING DATE FOR THIS POSITION: JUNE 15, 2007

(All applications must be received by the closing date to receive consideration)